

FIFTH ANNUAL CONFERENCE  
of  
RECORDS MANAGEMENT OFFICERS

December 2-3, 1971

PANEL "E" Presentation

1. How to develop Records Retention Plans and identify "Offices of Record" in Directorate.

a. The Records Management Board shall convince top management how critical the problem is.

b. One of the primary problems in certain components is the lack of Records Schedules of any type. These individual offices need time to develop and update Records Schedules. This authority must come from the highest level. We must establish regulations of authority and set up procedures to be followed.

In order to develop Records Retention Plans, we would begin with each individual office and have them identify records they feel are permanent. That office automatically indicates a willingness to assume responsibility as Office of Record for these records identified as permanent. This list of permanent records will go to the next echelon for an across-the-board comparison to surface duplication. Here a decision will be made as to which office will be assigned the Office of Record responsibility.

c. Periodically review and re-evaluate those items with permanent retention periods.

d. To accomplish the previous suggestions, we must establish full time Records Management Officers and a Records Management Staff in each directorate. It would give Records Management Officers additional incentive and authority if a career service could be developed. Technically, Records Management Officers today are serving two masters, and good records management cannot be enforced. Definite professional qualifications must be established for Records Management Officer positions which must make training mandatory.

2. How to keep the net annual growth of each Directorate's Records Center volume below 1,000 cubic feet per year.

a. There is a definite need to educate the people who mark papers for filing and those who put papers in the files.

b. After Record Retention Schedules are developed, use a disposition stamp on supplemental publications at creation.

We felt publications are being distributed and recipients are keeping them because they don't know what to do with them nor do they know who the Office of Record is. We feel these are getting into the Record Center through retirements.

c. Develop Records Control Schedules in all components where they do not already exist. Update all schedules to reduce retention dates where possible and make definite retention dates for material now identified as indefinite.

We found that certain Directorates still have material that is classified temporary with no definite destruction date. When definite destruction dates are established we are notified by the Records Center when material is ready for destruction. So in the few cases where the situation has changed, we have the opportunity to have the schedule amended accordingly.

d. Microfilm where appropriate and where retention period warrants the cost of microfilming.

e. Again, we emphasize that full time Records Management Officers and a Records Management Staff in each Directorate is necessary to accomplish this program.

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e. [REDACTED] DDI/NPIC/RMO, described his particular problem regarding the 1,000 cubic feet limit for 1972 retirements to the Records Center. It is a situation where the very nature of certain of his records will exceed the 1,000 cubic feet limit and those records are presently reduced to the smallest capacity for storage possible. Thus, we are already faced with an exception to the rule with no solution to the problem.

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